



Human Resources Manager Reporting to First Nation Administrator **Administration Department**

**PERMANENT
FULL-TIME @ 35 HOURS
PER WEEK**

Normal Work Hours:

Monday – Thursday:
8:15am to 4:30pm
&
Friday:
8:15am to 1:15pm

***flexing of hours
required***

Salary:

Start Rate - **\$43.35 to
\$47.00 per hour***

*While Alderville First Nation Salary Grid will apply – **start rate will be commensurate with experience.**

Benefits:

- Paid Vacation
- Paid time off over Holiday Shutdown
- 14 Statutory Holidays
- Paid Sick Leave
- Group Health & Dental Benefits including Long-term Disability (LTD) and Employee Family Assistance Program (EFAP)
- Pension Plan with Employer Match

JOB SUMMARY:

Alderville First Nation is seeking a dynamic and self-motivated **Human Resources Manager** to lead and oversee the Nation’s human resources functions. The successful candidate will guide policy development, support leaders across all departments, and ensure consistent, culturally aligned HR practices. This role is responsible for HR strategy, recruitment, employee relations, compensation and benefits administration, and HR systems and compliance.

KEY JOB FUNCTIONS:

Advisory & Leadership

- Provide HR advice and guidance to the First Nation Administrator and Chief & Council; attend Council meetings as required.
- Support Program Coordinators, Supervisors, and Managers through HR coaching and capacity building.
- Manage staff complaints and/or grievance processes.
- Ensure HR policies, procedures, and standards are applied consistently across all departments.
- Report on the adequacy and effectiveness of personnel policies and operational needs.

Employee Relations

- Address HR issues and support conflict resolution.
- Lead the development and implementation of AFN’s performance management program.
- Develop and deliver employee engagement surveys and partner with management to implement improvements.
- Participate in HR-related committees as required.

Recruitment

- Lead full-cycle recruitment using standardized processes, ensuring effective and culturally informed hiring and retention strategies.
- Support Managers in developing and updating job descriptions.
- Contribute to organizational structure planning and division of labour initiatives.

Compensation & Benefits

- Collaborate with Council, the Administrator, and Finance to maintain personnel financial information, including salary and benefit budgets.
- Prepare offer letters and employment agreements.
- Oversee compensation programs, salary administration, and employee benefits and pension plan processes.

HR Information & Policy Management

- Ensure HR practices comply with Canada Labour Code, Employment Standards, and applicable First Nation legislation.
- Develop, implement, and update HR policies, procedures, and standardized HR forms.
- Maintain accurate HR document management systems (manual and electronic).
- Support HR reporting, timesheet administration, and other duties as assigned.

Human Resources Manager continued....

PREFERRED EXPERIENCE:

- Proven ability to develop HR strategies, policies, and programs.
- Strong knowledge of employment legislation, HR practices, and emerging trends.
- Excellent communication, interpersonal, and conflict-resolution skills.
- Ability to analyze problems, develop solutions, and provide sound recommendations.
- Advanced computer skills (MS Office, HRIS, databases, and online recruitment platforms).
- High degree of professionalism, confidentiality, and cultural awareness.

MINIMUM QUALIFICATIONS:

Minimum schooling:

- Post-secondary degree or diploma in Human Resources, Public/Business Administration, or a related field.
- Certified Human Resources Professional (CHRP/CHRL) designation is considered an asset.

Required Experience:

- Minimum 5+ years of progressive HR management experience, including supervisory or senior advisory roles.

Specialization required:

- Experience in supervising and developing staff, ideally within an HR function.
- Understanding of relevant legislation, policies and procedures, including Canada Labour Code (CLC), Employment Standards Act (ESA), Occupational Health and Safety Act (OHSA), etc.

Considered an asset:

- Demonstrated knowledge of Indigenous culture, traditions, teachings, and community dynamics.
- Experience working in a First Nation or Indigenous organization is preferred.

Minimum Requirements:

- Valid driver's license and \$1M liability insurance.
- CPIC acceptable to position upon conditional offer.

**** For full job description, contact Human Resources****

DEADLINE TO APPLY: *Position open until filled.*

HOW TO APPLY: Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

HOW TO CONTACT: Human Resources Recruitment
Phone: 905-352-2011 ext. 217
Email: humanresources@alderville.ca

Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

AFN Chief & Council retain the right to make the final decision on the selection of the successful candidate.